

# Graduate Council Meeting Minutes

August 16, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development  
Ellinger, Jefferson – School of Architecture (Alt. Beorkrem)  
Haynes, Christine – History  
Mauer, David – Finance  
McGregor, Rob Roy – Economics  
Ozan, Mendy – Atkins Library  
Poler, Jordan – Chemistry (Alt. Haynes)  
Ramaprasad, Harini – Computer Science (Alt. Shin)  
Reynolds, Tom – Associate Provost and Dean of the Graduate School  
Shin, Min – Computer Science  
Steck, Todd – Biology  
Smith, Heather – Geography & Earth Sciences (Alt. McCloud)  
Wiggins, Casper – Accounting (Alt. Mauer)  
Williams, John – GPSG Representative, Ph.D Candidate, C&I  
Wu, Jay – Infrastructure & Environmental Systems (INES)  
Zheng, Nigel – Mechanical Engineering & Engineering Science (MEES) (Alt. Wu)

Also Attending: Hall-Hertel, Katherine – Graduate School  
Watson, Johnna – Graduate School  
Wyse, Matt – Academic Affairs

Absent: Beorkrem, Chris – School of Architecture  
Binder, Amanda – Geography & Earth Sciences (Alt. Ozan)  
Lachance, Joan – Middle, Secondary & K-12 (Alt. Anderson)  
McCloud, Sean – Religious Studies  
Ojaide, Tanure – Africana Studies (Alt. Steck)

## I. Welcome and Introductions

Chair McGregor called the meeting to order welcoming the new and returning members.

## II. Report of the Chair

Chair McGregor gave an overview of the Graduate Council Member roles and responsibilities and asked the Council to review the following information, which is located on the faculty governance website, before the next meeting.

- **The Bylaws of the Graduate Faculty of UNC Charlotte**

<http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Graduate-Faculty-Bylaws.pdf>

The Bylaws of the Graduate Faculty of UNC Charlotte specify that the primary function of the Graduate Council shall be to review, develop, and make recommendations about Graduate School policy and that the Council will also serve in an advisory capacity to the Dean of the Graduate

School. The Bylaws of the Graduate Faculty also include the following statement of the Council's responsibilities.

- Advise the Dean of the Graduate School on matters of graduate education and also, "serve in an advisory capacity to the Dean of the Graduate School"
  - Initiate, review and make recommendations concerning graduate education
  - Review and make recommendations on all curriculum requests at the graduate level, including all new degree programs or program tracks
  - Review and make recommendations on the criteria developed by academic units for the appointment of individuals to the Graduate Faculty
  - Establish such committees as may be deemed necessary and proper for the purpose of furthering graduate education at UNC Charlotte
  - Participate in the recruitment of the Dean of the Graduate School, and have input into the selection of the Dean
  - Serve as a committee of the whole to conduct the annual review of the Dean of the Graduate School in accordance with the University's Administrator Evaluation Policy
- **The Standing Rules of the Faculty Council of UNC Charlotte**  
[http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing\\_Rules\\_04-23-15\\_Spring-2016.pdf](http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing_Rules_04-23-15_Spring-2016.pdf)
    - The Standing Rules of the Faculty Council of UNC Charlotte include certain rules of procedure for the Graduate Council—see pages 14-16.
  - **Proposal Review**

Proposals will be assigned to groups of Graduate Council members. The members assigned to a given proposal will be responsible for reviewing and leading the discussion of that proposal.

    - Review the checklist for proposal requirements and syllabus guidelines
    - First batch of proposals (for September meeting) will be reviewed by all Council members to establish pattern; subsequent proposals will be assigned to subcommittees for review
    - Online systems for reviewing proposals:
      - Curriculog – new electronic system that replaces the former Short Form and Long Form process for course and curriculum changes. <https://uncc.curriculog.com/>
      - Confluence – used to upload and review hard copy proposals that were started before May 2016. Annette Parks gave an overview and demonstration of the system [https://faq.uncc.edu/login.action?os\\_destination=%2Fpages%2Fviewpage.action%3FspaceKey%3DGRAD%26title%3DGraduate%2BCouncil&permissionViolation=true](https://faq.uncc.edu/login.action?os_destination=%2Fpages%2Fviewpage.action%3FspaceKey%3DGRAD%26title%3DGraduate%2BCouncil&permissionViolation=true)
  - **Vice Chair of Graduate Council for 2016-2017**

The Bylaws of the Graduate Faculty of UNC Charlotte specify that the Council, at the beginning of each academic year, shall elect a Vice Chair from among its members. The Vice Chair is to serve in the Chair's absence as needed. We are not yet at full strength as a Council for the coming year, so we will wait until our September meeting to elect a Vice Chair for 2016-2017.

### III. Report of the Dean

Dean Reynolds welcomed new and returning members.

- Stressed the importance of the Councils involvement with programmatic issues and issues colleagues within your colleges would like addressed by the Graduate Council.

IV. Degree Works

Katherine Hall-Hertel reported Degree Works went live on May 16, 2016 for all graduate students. Information scribed in Degree Works comes from the catalog. The council will see changes coming through for Degree Works to clarify course description.

V. Fall Enrollment Update

Johnna Watson distributed a Fall Preliminary Enrollment Report for Fall 2016. Enrollment is up by 128 students from last year but 1300 on the list for cancellation for nonpayment. Johnna requested Council members take this information back to program directors so they can reach out to students for payment.

VI. Demonstration of Curriculog

Matt Wyse gave a brief presentation on using Curriculog, the online course and curriculum management system used for submitting, reviewing, and approving curriculum proposals.

VII. Discussion Topic & Other Items of Business for 2016-17

Chair McGregor discussed topics he would like to charge the Council with addressing this year.

- Review and update the Graduate Council Checklist used as a guide for reviewing course and curriculum proposals
- Review the Graduate Course Syllabus Guidelines and update if necessary to include all information if required by the Council

Chair McGregor asked Council members to submit items they would like addressed in writing. Several possible policy and practice issues the Council proposed for review were mentioned.

- Policies regarding Transfer Credit, Transient Study, and Graduate degree time limits. (See Appendix A)
  - Overlap/duplication of courses
  - *Grade Policy and Means of Evaluation*; as outlined on the syllabus
  - Rigor of graduate level courses
  - Graduate School's strategic planning for enrollment management (See Appendix B)
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- Tom Reynolds invited the Council to attend the Graduate Enrollment Summit on September 15, 2016.

The meeting adjourned at 1:58pm.

Respectfully submitted,



Secretary to the Graduate Council

**Subject:** FW: Topics for Graduate Council consideration

## Appendix A

**From:** Katherine Hall-Hertel [mailto:KHall-Hertel@uncc.edu]

**Sent:** Tuesday, August 16, 2016 2:19 PM

**To:** Rob McGregor <rrmcgreg@uncc.edu>

**Cc:** Christi Skerlak <cskerlak@uncc.edu>

**Subject:** Topics for Graduate Council consideration

Rob Roy,

There are a number of policy and practice issues we may ask the Graduate Council to review. Currently we are working on several policy proposals:

1. a review of the Transfer Credit policy
2. a Transient Study policy
3. graduate degree time limits

There are a few other issues that include both policy and practice. These may or may not be brought to Graduate Council, depending on the outcome of our research. These include issues like GA leave and residency credit practices.

Thanks for giving me a chance to raise these items.

Best,

Katherine

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**Dr. Katherine Hall-Hertel**

Associate Dean and Associate Graduate Faculty

The Graduate School, UNC Charlotte

246 Cato Hall

(704) 687-5503 or X77251

**Subject:**

FW: Graduate Council Organizational Meeting - Tomorrow, 8/16 at 1pminCato 228

## Appendix B

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**From:** [Christine Haynes](#)

**Sent:** Wednesday, August 17, 2016 1:51 PM

**To:** [Christi Skerlak](#); [rrmcgreg@uncc.edu](mailto:rrmcgreg@uncc.edu); [treynolds@uncc.edu](mailto:treynolds@uncc.edu)

**Subject:** RE: Graduate Council Organizational Meeting - Tomorrow, 8/16 at 1pminCato 228

Dear Christi, Roy Roy, and Tom,

As promised at the end of yesterday's meeting, I am writing to put the following item on the agenda for the Graduate Council this year, please:

In general, I would like for the Council to become more involved in the Graduate School's strategic planning for enrollment management. I think the council could play a role as a liaison with the colleges for thinking about what sorts of graduate students, in what particular programs, the University most seeks to attract.

In conjunction with this general discussion of enrollment management, I would like to see more discussion in particular of funding, and especially tuition assistance, for graduate students. While I realize that a good part of the funding for students is handled at the college level, the tuition assistance piece is handled by the Graduate School, and the recent switch to need-based tuition assistance, while in theory more equitable, is making it very difficult for program directors to offer prospective students—including those given assistantships—clear tuition packages at the time of admission. In practice, this means that those offered assistantships are not guaranteed full, or even partial, in-state tuition and may often have to pay substantial sums for course credits out of their stipends, which are in many cases still well below those of comparable institutions. I would like to see the Graduate School re-think this model of tuition assistance—or at the very least the timing of decisions about tuition offers—to make recruitment more effective. In this discussion, I think the Graduate Council could provide some insight on issues program directors are facing with student recruitment in practice. In CLAS, for instance, I know that I am by no means alone in struggling to provide newly admitted students with timely information about their tuition packages.

I hope that is clear. If you have any questions, don't hesitate to ask.

Thank you for considering this request.

Best wishes,  
Christine